



MyNAEP Step-By-Step Instructions

Review and Verify List of Students Selected to Take NAEP (Task 3)



Complete the following:

Estimated time to complete varies based on the following information but is NOT expected to exceed 3 hours.

Note: this estimated time assumes a basic level of preparedness of the School Coordinator and a student list of roughly 50 students.

Instructions:

1. Select the **Prepare for Assessment** tab (Fig. 1). Under this tab you will have access to several School Coordinator tasks.
2. Select **Review and Verify List of Students Selected for NAEP (Fig. 2).**

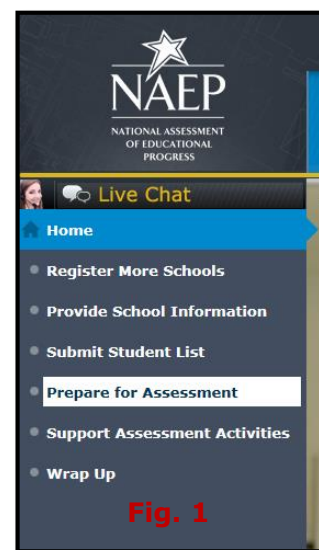


Fig. 1

A **Demographic Report** with information for all NAEP-sampled students in your school will become available on the MyNAEP website on **December 7, 2015**. After the list is available, there are several tasks that the school coordinator must complete to ensure a successful NAEP administration. Your NAEP representative will contact you in early December to explain how to complete these tasks and to schedule a **Preassessment Review Call**.

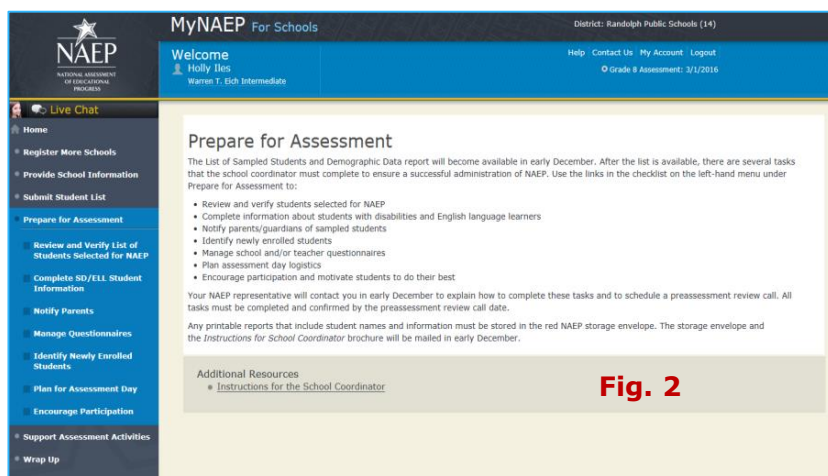


Fig. 2

All tasks must be completed and confirmed by the Preassessment Review Call date.



In this section, you will need to verify the accuracy of the following information for each student to complete Task 3:

- First Name
- Last Name
- Month of Birth
- Year of Birth
- Gender
- Race/Ethnicity
- School Lunch Status
- Student Disability Status
- English Language Learner Status
- NAEP Participation Status (see list of reasons student cannot participate in NAEP)

3. Select the **Review and Verify List of Students Selected for NAEP** link on the left-hand menu.

Complete the following:

- ☒ [Watch the Review and Verify List of Students Selected for NAEP Tutorial \(3:34\)](#)

4. Watch the **Review and Verify List of Students Selected for NAEP** Tutorial. Close out of the tutorial once you have finished viewing. (If you would rather make your corrections online and not on a printed worksheet, proceed to **Step 8**).

5. Select the **Print Reports**.

6. Select **Print Worksheet** to access the **Demographic Data Report** in order to manually record your corrections. A report similar to that shown in **Fig. 3** will appear.

Fig. 3

NAEP 2015 Demographic Data Report											
Warren T. Eich Intermediate 1420123											
08/10/2015 12:09 PM											
Student Name	Session	Line #	Subject	Month of Birth	Year of Birth	Gender	Race	School Lunch	SD	ELL	Status
Alexopoulos, Mia	DB0801	1	Math	09	2001	Female	White, not Hispanic	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
Ali, Teri Mathel	DB0801	2	Reading	09	2001	Female	Asian, not Hispanic	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
Alvarado, Nicole	DB0801	3	Writing	06	2001	Female	Hispanic, of any race	Free lunch	No, not SD	No, not ELL	
Barnios, Donovan	DB0801	4	Math	11	2001	Male	Hispanic, of any race	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
Beyer, Natalie	DB0801	5	Reading	11	2001	Female	Hispanic, of any race	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
Briggs, Kamaria	DB0801	6	Writing	01	2002	Female	White, not Hispanic	Free lunch		No, Formerly ELL (AYP reporting)	
Burnette, Elena	DB0801	7	Math	07	2001	Female	Black or African American, not Hispanic	Free lunch	Yes, IEP	No, Formerly ELL (AYP reporting)	



Reasons Students Cannot Take NAEP

You will need to verify if any selected students cannot take NAEP for the following reasons.

- Withdrawn
- Graduated
- Expelled
- Does not attend any academic classes on campus
- Home schooled and receives limited services on campus
- Student listed more than once
- Not in tested grade
- Foreign exchange student
- Student deceased
- Long-term illness/homebound
- Parent notified about NAEP and refused NAEP testing
- Student notified about NAEP and refused NAEP testing
- Enrolled in U.S. schools less than one full academic year before the NAEP assessment and cannot access NAEP (applies only to English language learners)
- Meets (or met) participation criteria for one or more state alternate assessments (applies only to students with disabilities)

Here is an example of a student who cannot take the NAEP assessment because she was expelled. The pencil icon next to Mia Alexopoulos's name was selected. Under the **Reason Student Cannot Take NAEP** section, **Expelled** was selected (**Fig. 4**).

Name: ALEXOPOULOS, MIA

Student ID: [Empty field]

Session/Line #: DB0801/01

Subject: Math

Month of Birth: 09 ▼

Year of Birth: 2001 ▼

Gender: Female ▼

Race/Ethnicity: White, not Hispanic ▼

School Lunch Status: Free lunch ▼

Student with a Disability: No, not SD ▼

Reason Student Cannot Take NAEP: Expelled ▼

English Language Learner: No, not ELL ▼

Don't see your reason listed? Select the [Contact Us](#) link and ask your NAEP field representative for assistance.

Buttons: Save, Close, Reset

Fig. 4

7. Once all corrections have been made to the hard copy report, login into MyNAEP and go to **Review and Verify List of Students Selected for NAEP** under the **Prepare for Assessment** menu.
8. Under "Complete the Following", select **Review and Verify Student Information**. Select **Continue** (**Fig. 5**) to proceed to the page to make any necessary corrections identified in Steps 6 and 7.

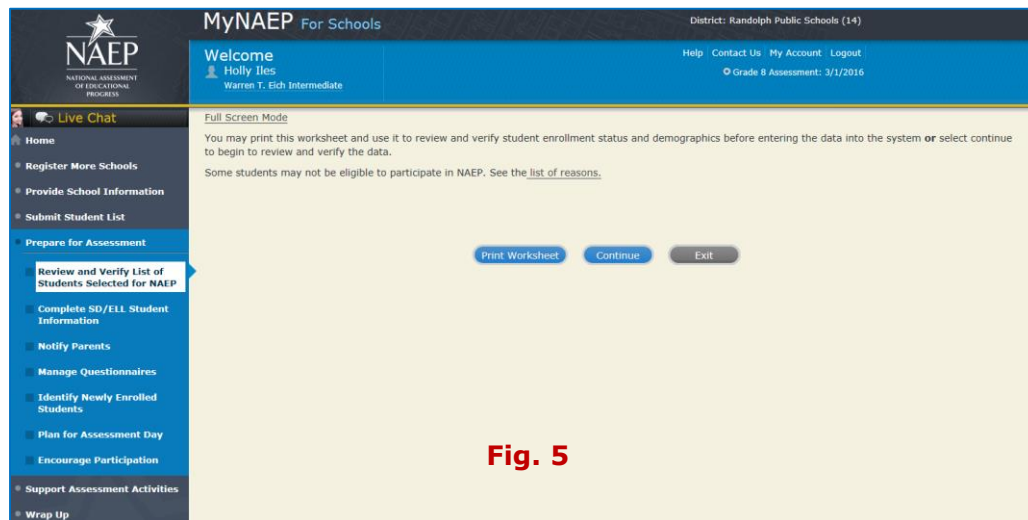





Fig. 5

Review all demographic data for the students. Select the  pencil icon next to the student's name to enter a student's correct or missing information.

9. You can scroll through this list of students and sort the columns by clicking on the  icon in the column header. If there are missing data for a student, there will be an  icon in the column. Hover over the icon to see how many students have missing data. Select the column header with the missing data and the missing data will filter to the top.
10. If a student has a Section 504 plan and requires an accommodation, change his or her **Student with a Disability** status to "Yes, 504."
11. Once you have corrected any missing or incorrect information for each student, select the **Save** button to proceed. If you fail to provide all of the necessary information for each student, the following warning message will appear: **Responses will not be saved since all required questions are not answered.**

12. If any category needs a correction, select the dropdown menu next to the category needing revision. Each dropdown menu contains a list of options acceptable for this category (**Fig. 6**). **Save** after each correction is made.

13. Select **Close** to exit the popup.

Fig. 6

14. If you try to proceed and student information is still missing, warnings will appear. Examples of possible warnings include:

- * The field "Student with a Disability" must be filled in.
- * The field "English Language Learner" must be filled in.
- * The field "Race/Ethnicity" must be filled in.

You cannot continue until you have provided information for each sampled student.

15. For any corrected or updated information supplied in this section, all modifications to the **Demographic Data Report** will show in blue highlights (**Fig. 7**).

Edit	Name	Student ID	Session/Line #	Subject	Month of Birth	Year of Birth	Gender	Race/Ethnicity	School Lunch Status	Student with a Disability	English Language Learner	Reason Student Cannot Take NAEP
	DELANIE, CHRISTIAN		DB0801/11	Reading	10	2000	Male	Black or African American	Free lunch	Yes, IEP	Yes, ELL	
	ALEXOPOULOS, MIA		DB0801/01	Math	09	2001	Female	White	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	Withdrawn
	ALI, TERI MATHIEL		DB0801/02	Reading	09	2001	Female	Asian	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
	BARRIOS, DONOVAN		DB0801/04	Math	11	2001	Male	Hispanic	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
	BEYER, NATALIE		DB0801/05	Reading	11	2001	Female	Hispanic	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	
	BRIGGS, KAMARIA		DB0801/06	Writing	01	2002	Female	White	Free lunch	No, not SD	No, Formerly ELL (AYP reporting)	Expelled
	BURNETTE, ELENA		DB0801/07	Math	07	2001	Female	Black or African American	Free lunch	Yes, IEP	No, Formerly ELL (AYP reporting)	

Fig. 7

16. Select **Continue** when all revisions are completed.

17. To indicate that you are finished with the **Review and Verify Student Information** section, select **Print Summary (Fig.8)**. You will use this **Demographic Data Report** during the **Preassessment Review Call** with your NAEP representative.

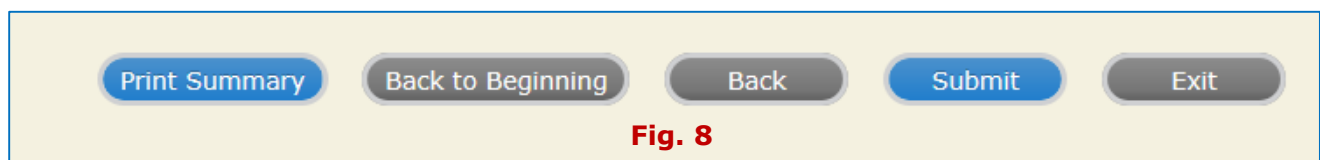


Fig. 8

18. If you are satisfied with the **Demographic Data Report**, select the **Submit** button to indicate you are finished.

**Thank you for your timely completion of the 3rd NAEP
2016 School Coordinator Task!**